



# PURCHASE ORDER

**PO Number: 303-1-0651**

*Requisition Number: 303-1-01496*

**Order Date: 4/9/2021**

**Released**

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,  
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

**IF INVOICE IS MAILED, DELAYS MAY OCCUR.**

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

## Delivery Location

Parking Garage R, Warehouse  
1706 San Jacinto Blvd.  
Austin, TX 78701

**Show numbers on all papers and packages**

## Referenced Source or Vendor

18240821464  
All State Notary Supplies  
Holmes Austin LLC DBA  
3314 S. Congress Ave.  
Austin, TX 78704-6441  
Phone: 512-447-0335, Fax:  
orders@capstamp.com

Stamp replacement ink pads for Trodat 4914 and Trodat 4820 for use by Fiscal personnel.

## Description

Price as per the attached quote

TFC Contact:

Jessica Knight, (512) 463-3376

## Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Trodat 4914 Stamp Ink Replacement Pad						
<b>NIGP Class:</b> 615	1	pad	\$5.45	4/13/2021	6/30/2021	\$5.45
<b>NIGP Item:</b> 77						
<b>Object Class:</b> 334						
<b>Reimbursement Type:</b> Not Reimbursable						
Trodat 4820 Ink Stamp Replacement Pad	1	pad	\$5.45	4/13/2021	6/30/2021	\$5.45
<b>NIGP Class:</b> 615						
<b>NIGP Item:</b> 77						

**Object Class:** 334**Reimbursement Type:** Not Reimbursable

Shipping charges

**NIGP Class:** 962**NIGP Item:** 86**Object Class:** 334**Reimbursement Type:** Not Reimbursable

1	EA	\$6.95	4/13/2021	6/30/2021	\$6.95
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**Grand Total \$17.85**

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

**Agency** TFC**Fiscal Year** 2021**Division** Finance**Program** Fiscal**Phone** 5124633376**Org Code** 0601 - Fiscal**Type of Purchase/PCC Code** 'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00**Work Order Number** N/A

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

**Invoicing Standards**

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable ) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

**FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.****TEXAS FACILITIES COMMISSION INTERNAL PURCHASING**

PURCHASER: \_\_\_\_\_

Sastry, Archana - CTCM, CTPM, 5124632743

**(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)**

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)